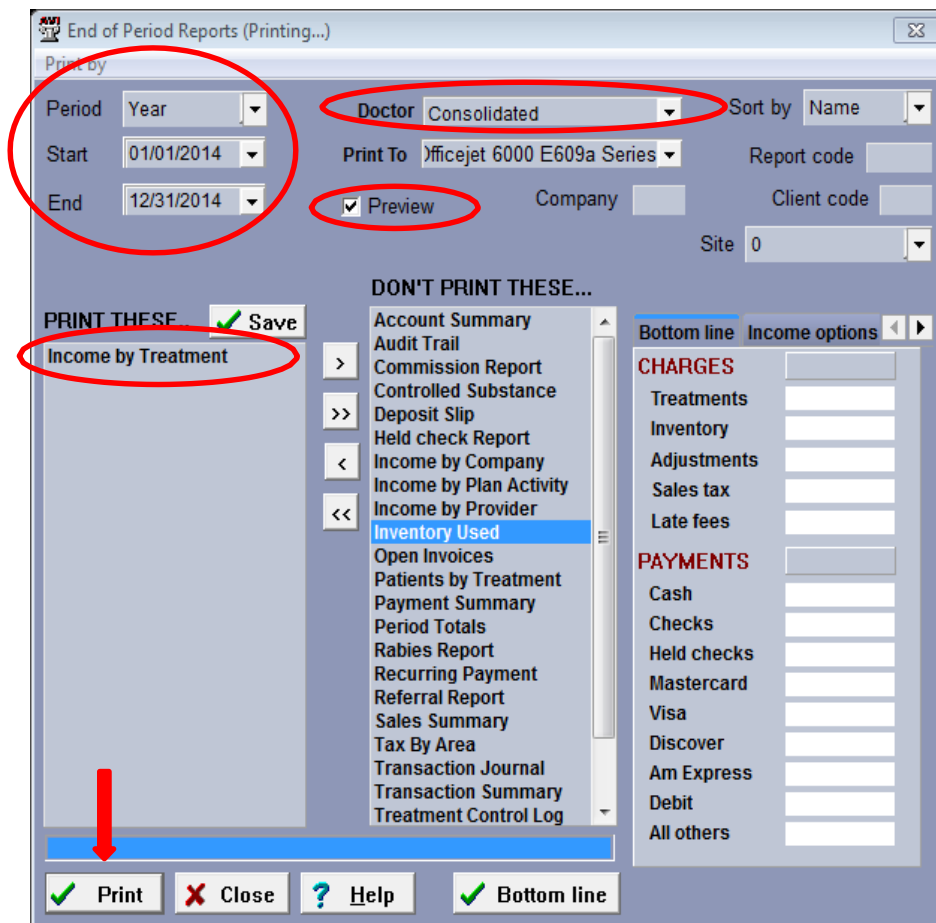


## Tips for Running Service Reports

This reference guide includes a few tips for generating a report in your practice management software that tells us how many times each service was offered during a set timeframe.

### AVImark

- 1) Open AVImark.
- 2) Go to Work With > Reports
- 3) Select Period to be "Year"
- 4) Select proper date range.
- 5) Change the Doctor selection to "Consolidated"
- 6) Be sure to mark the Preview box.
- 7) Under PRINT THESE be sure that only Income by Treatment is selected.
- 8) Click Print, the report should display in the Report Preview box.
- 9) Click on File>Save As.
- 10) Save in your Profit Solver Folder as a pdf and email to your consultant.



## **Cornerstone**

In Cornerstone, go to Reports>End of Period>End of Month. Scroll down to select "Serv. Sales Report-Closed Invoices-By Class By Desc." Once you highlight and select the 12 month range for the report, click preview. Once the report generates, click print and there will be an area to select a printer. Change the printer to "Cornerstone PDF" and then a box will pop up to "Save" the document. Name the document "Common Services" and save to your Profit Solver folder on your computer. Once saved, please attach and email it back to your consultant.

## **Impromed Infinity**

In Impromed Infinity: Please be sure to run this report for the same 12-month date range as the P&L.

- Price Listing Report (found under Setup Reports - Setup Product Reports - Price Listing)
- Product Analysis by Product Category Report (found under Product Reports - Product Analysis by Product Category)

## **DVM Manager**

In DVM Manager, the name of the report to run is "Detailed Procedure Statistics by Code." Please be sure to run this report for the same 12-month date range as the P&L.

## **IntraVet**

In IntraVet, the name of the report to run is "Departmental Productivity," which gives you the service name & code, quantity performed, and revenue generated. Please be sure to run this report for the same 12-month date range as the P&L.